



# How to Become Certified as an Idaho Driver Education and Training Instructor

[www.sde.state.id.us/drivered](http://www.sde.state.id.us/drivered)

To be certified to teach driver education and training in Idaho, instructors must complete four semester credits (Driver Education I and Driver Education II). These classes help prepare instructors in classroom and in-car methods and are offered, based upon demand, at Idaho's three Universities.

In addition to the driver education courses, the following requirements must be met.

## **PUBLIC SCHOOL INSTRUCTORS**

The four semester credits described above are required for a driver education endorsement on the Idaho teaching certificate. Within 90 days after completing the course, submit a copy of the driver education course transcript to the State Department of Education (SDE), *Teacher Certification Department* using the endorsement request form provided by Teacher Certification. Include a \$25 processing fee. Information can also be obtained at <http://www.sde.state.id.us/certification>.

In addition to the four semester credit classes, new instructors must:

- Pass the ITD Skills test, administered by a certified Skills Tester within the past 12 months, with no more than 7 penalty points.
- Pass a comprehensive knowledge test with a grade of 80% or higher.
- Submit proof of having completed a medical examination equivalent to the Federal Motor Carriers Safety Regulations (CDL) within 3 months prior to the application.
- Have a good driving record (see information below)

All public school teachers who want to teach within a school district must first be approved by the SDE before they may teach driver education. The process for approval includes:

- The District submits the teacher's information on the "Instructor Authorization Form" to the SDE.
- The SDE checks the teacher's teaching certificate to ensure it is valid.
- The SDE checks the driver license record.
- Once approved, the teacher is sent a confirmation letter along with an identification card and the school district is sent a confirmation letter.
- Approval is valid for one fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>).

Each school district employing the driver education teacher must individually submit the "Instructor Authorization" form.

## **Public School Teachers Annual Approval Renewal Required**

Instructor authorizations are required every fiscal year (July 1 – June 3). The authorization form must be received and approved by the SDE prior to teaching classes in the new fiscal year.

Public school instructors are required to complete a minimum 15 hours of professional development every two years in programs that support teaching driver education and training.

The medical certificate must be renewed every two years.

During the renewal process the SDE checks your driving record to ensure your driving record qualifies for renewal.

## COMMERCIAL DRIVING SCHOOL INSTRUCTORS

### Commercial Driving School Instructor License Application

1. Complete the same four semester credits for driver education teachers as described above.
2. In lieu of a teaching certification, complete eight semester credits of coursework designed to prepare you to be a teacher. Examples of such courses include: introduction to teaching, teaching methods, education technology, educational psychology, etc. (Additional course information is provided at the end of this document.) The coursework must be on an official college transcript.
3. Complete a medical exam, preferably one that is comparable with the federal Department of Transportation's requirement for a Commercial Driving License (CDL).
4. Complete the *Commercial Driver Training Instructor License Application* and send it to the SDE along with your check for \$10.00. Include a copy of your transcripts for coursework described above, and a copy of your medical certificate.
5. **Effective 7/1/04 – all applicants must complete a Federal Background Check.** The Department of Education's Background Check form must be used.

### Commercial Driving School Instructor License Renewal

All instructor licenses expire on December 31<sup>st</sup>. To teach in the new year the renewal application must be submitted along with the \$10 fee.

## GOOD DRIVING RECORD REQUIREMENT

A good driving record is required of all public schools and commercial schools driver education instructors:

1. No conviction for traffic violations carrying a mandatory suspension or revocation of the license within the preceding thirty-six (36) months.
2. Not more than one (1) conviction for any moving traffic violation within any twelve (12) month period of the previous thirty-six (36) months. In other words, only one conviction every twelve months is acceptable. The clock starts the day of the conviction.
3. The driving record must be free of involvement in any fatal traffic accident resulting in a conviction for any moving traffic violation.
4. A driving record must be free of any conviction for driving while the license is revoked or suspended.

## PROFESSIONAL AND FOUNDATION COURSES FOR COMMERCIAL DRIVING SCHOOLS INSTRUCTORS

Applicants for a commercial driver education license must have completed eight (8) semester credits in professional education courses documented on an official college or university transcripts. Professional and foundational courses provide theory and practice in instructional strategies and the acquisition of teaching competencies. Professional preparation also emphasizes the study of the child and an understanding of historical, philosophical, and psychological foundations of teaching and learning.

Examples of qualifying courses include, but are not limited to:

### **Foundations of Education**

A general introductory course in education that provides the student familiarity with the teaching profession. Components of the class include social, cultural, philosophical, and historical perspectives of

education. In addition, an attempt is made to inspect current educational issues and problems, as they relate to the four basic components.

**Educational Psychology**

Provides an introduction to educational psychology, emphasizing the application of selected principles of psychology to instruction. Specific topics include theories of learning, cognitive development, motivation and self concept, and educational measurement.

**Educational Technology**

Preparation for the use of a variety of educational technologies, including audio-visual equipment, or computers. Students learn to prepare visual materials. Lab typically included.

**Classroom Management**

Focuses on factors that contribute to a positive classroom atmosphere, including the teacher, the student, the school, and the parents. Emphasis is on desirable behaviors for individuals and groups of people.

**Instructional Strategies**

Problems and methods of teaching common to all subjects and grade levels.